Make into a How Do I?

PRIOR PERIOD WORKERS COMPENSATION ADJUSTMENT EXAMPLE

ENTER THE PRIOR PERIOD WORKERS COMPENSATION ADJUSTMENT INFORMATION

In the following example, 26.25 hours were covered by the wage replacement (WCH). The employee chooses to supplement his wage replacement with leave. The 17.75 hours of vacation leave (VAC) originally reported, needs to be credited back to the employee. The sick leave (SCK) needs to be changed to workers compensation sick leave (WSL). 8.5 hours of sick leave needs to be credited back to the employee.

WCH:	26.25
WSL	13.75
Total CTLA for Week 1: 40.00	

The panel print below displays the time and leave as it was reported originally for the 08/22/98 pay period. The original row of VAC used is displayed on the next panel print.

Click on the button to continue.

PRIOR PERIOD WORKERS COMPENSATION ADJUSTMENT EXAMPLE - CONTINUATION

Click on the '
dd Row'_ push button

Enter '_AC'_in the Earnings Type Field

Enter '_1.75' on Wednesday and '_8' on Thursday & Friday of Week 1

Notice the first 'VAC' row is gray. This is because it is a history row. The data was entered previously and cannot be changed. The second 'VAC' row displays black letters and hours. This is because it is a current row of data

This entry credits back 17.75 hours of vacation leave.

Click on the button to continue.

PRIOR PERIOD WORKERS COMPENSATION ADJUSTMENT EXAMPLE - CONTINUATION

Click on the '
dd Row'_ push button

Enter '_CK'_in the Earnings Type Field

Enter '_8' on Monday & Tuesday and '-6.25' on Wednesday of Week 1

Click on the '
dd Row'_push button

Enter '_SL'_in the Earnings Type Field

Enter '_3.75'_in the Total Hrs field

Entering these two rows of data credits back 8.5 hours of sick leave to the employee (original row of SCK 22.25 - WSL 13.75 = 8.5).

Click on the button to continue.

PRIOR PERIOD WORKERS COMPENSATION ADJUSTMENT EXAMPLE - CONTINUATION

Click on the '
dd Row'_ push button

Enter '_CH'_in the Earnings Type Field

Enter '_6.25'_in the Total Hrs field

Click on the Save icon (Diskette)

NOTE: After clicking on the Save icon, the following message should appear: *'Warning -- This is classified as a Pay-Affect adjustment. A paycheck will be created as a result of this adj. (21000,4).'* Click OK and the panel will save.

WCH is the hour equivalent of the wage replacement amount.

This will update the vacation and sick leave balances during the first off-cycle payroll calculation following this adjustment (usually a Monday or Wednesday evening).